



**STATE OF CALIFORNIA  
Department of Transportation**

**REQUEST FOR QUALIFICATIONS NOTICE**

**NUMBER 08A1151**

**Note:** Address all questions concerning the Request for Qualifications (RFQ) in writing to the attention of Renae Nunes at [Renae.Nunes@dot.ca.gov](mailto:Renae.Nunes@dot.ca.gov). You may also reach the analyst by telephone at (916) 227-6476. Consultants contacting the District or Division directly seeking information about the RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

**Read carefully, this document has been revised as of 9/21/04.**

**I. GENERAL INFORMATION**

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for Program and Project Management services. A more detailed description of the Scope of Work can be found in Section II of this RFQ.
- B. The estimated contract amount is \$1,000,000.00 - \$2,999,999.00.
- C. The estimated contract term is four (4) years.
- D. A Disadvantaged Business Enterprise (DBE) participation goal of **18%** is required for the contract.
- E. Federal and or State prevailing wage rates may apply. This requirement, If applicable, will be specified in the draft contract.
- F. The Department does not guarantee either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- G. Pre-award Audit will be performed on any contract issued as a result of this RFQ.
- I. Consultant salaries shall not exceed the actual rates in effect on the date of the California State Contract Register (CSCR) advertisement for this RFQ Notice.

## **II. SCOPE OF WORK/DELIVERABLES**

### **A. Description of Required Services**

The Consultant shall provide project management, project scheduling, project coordination, program management and expert project management services on an "as needed" basis to support the development and construction of proposed State transportation facilities. The State's Contract Manager shall assign specific tasks to the Consultant through the issuance of Task Orders.

Task Orders may include, but are not limited to, the following Work Breakdown Structure (WBS) services and products. The standard Caltrans WBS is on the Internet at <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>.

100.05.05, 100.10.05, 100.15.05 & 100.20.05 Initiation & Planning of each project phase

- Establish expenditure authorizations (EA).
- Develop and update charter. This document should identify the purpose and need for the project, the type of documents to be developed, possible funding sources, constraints, and assumptions. It should incorporate by reference any agreements with the sponsors (local agencies, maintenance, etc.).
- Enter project into project management database system(s) (XPM, PMCS, etc.).
- Develop Workplan (resourced schedule). Includes the projects scope, cost, and schedule elements.
- Develop Quality Management Plan.
- Develop Communication Management Plan.
- Develop Risk Management Plan.
- Develop Resource Management Plan (staff and procurement).
- Work agreements for staff resources.
- Write Scopes of work for interagency and cooperative agreements, etc.

100.05.10, 100.10.10, 100.15.10 & 100.20.10 Execution & Control of each project phase

- Status project. Includes the entire status process from reporting work results to updating databases. Includes updating and revising workplan during execution of the phase.
- Communication and distribution of project records and information. Includes responses to all internal and external requests for information about the project.
- Preparations for public meetings and participation in those meetings. This includes preparation of exhibits and materials.
- Quality assurance / Quality control

100.05.15, 100.10.15, 100.15.15 & 100.20.15 Close Out each project phase

- Close out contracts and agreements.
- Sponsor, team, and stakeholder evaluations.
- Document lessons learned.
- Close out report.
- Close expenditure authorizations (EA).

160.15.25 Circulate, Review, & Approve Draft Project Report

165.05.15 Select Alternatives for Further Study

165.25.05 Prepare Draft Environmental Document

175.10.10	Public Hearing Logistics
175.10.15	Displays for Public Hearing
205.30.	Prepare and Execute Maintenance Agreement
205.35.05	Prepare and Execute Cooperative Agreement for Environmental Process
205.35.10	Prepare and Execute Cooperative Agreement for Design
205.35.15	Prepare and Execute Cooperative Agreement for Construction
205.35.20	Prepare and Execute Cooperative Agreement for Right of Way
205.40.10	Prepare New Connection Request & Route Adoption for Submittal to CTC
205.40.15	Place Route Adoption and Public Road Connections On CTC Agenda
205.45.	Obtain MOU from Tribal Employment Rights Office (TERO)
205.50.	Prepare and Execute Cooperative Agreement for Relinquishment
215.90.10	Approve Preliminary Plans (Type Selection/Strategy Mtg.)
230.60.	Review and Update Project Information for PS & E Package
230.60.	Review and Update Project Information for PS & E Package
235.35.	Perform Long Term Mitigation Monitoring
255.05.	Circulate & Review Draft District PS&E Package
255.20.15	Prepare Request for Funds
270.40.	Perform Safety and Maintenance Reviews
270.45.	Process Relief from Maintenance
270.50.	Prepare Certificate of Compliance with Environmental Mitigation Requirements
270.55.	Perform Final Inspection and Recommend Acceptance
285.05.01.05	Determine Need for CCO
285.05.01.15	Process CCO for Approval
285.10.01.95	Provide "Other" Functional Support
290.35.	Provide Technical Support

Program management services include, but are not limited to:

- Assisting in the programming of projects
- Coordinating with Regional Transportation Planning Agencies, Local Agencies and other local project sponsors
- Assisting in the management of State Highway project delivery
- Updating and analyzing program and project workplans (historic trends on planning vs. expenditures, analysis and interview functions on the expenditure practices, current workplan resource analysis, consistent project management practices, opportunity for efficiencies etc.)
- Training and marketing of project management policies, practices and procedures to project delivery staff

Expert project management services include, but are not limited to:

- Advising the Department's Statewide Project Management Improvement Team on the best practices in particular areas of project management
- Developing Statewide guides and standards for project management
- Mentoring inexperienced project managers
- Assisting the Federal Highway Administration (FHWA) and other review agencies to review documents submitted by the Department and other transportation agencies in California

**B. Location and Purpose of Work**

Work shall be performed on programs and projects in **San Bernardino** County. The Consultant will provide Program and Project Management Services for transportation programs and projects of the California Department of Transportation (Caltrans) as requested by the State's Contract Manager.

**C. Personnel Qualifications**

The Project Manager of the contract must have a P.E. license. PMP certification is desirable for staff performing project management duties/activities, and staff should have at least 5 years of experience with project management, or in the capacity of a project manager. They should also have experience with project scheduling software such as the later versions of Microsoft Project or Primavera.

**D. Deliverables**

The Consultant has total responsibility for the accuracy and completeness of the deliverables prepared by the Consultant or their subconsultants for projects and shall check all such material accordingly. The deliverables will be reviewed by the State for conformity with the requirements in the Task Order. Reviews by the State do NOT include review or checking of quantitative calculations or the accuracy with which such impacts or results are concluded in the deliverables. The responsibility for accuracy and completeness of such items remains solely that of the Consultant. Consultant or its subconsultants shall not incorporate in deliverables any materials or equipment of single or sole source origin without written approval of the State.

1. All work described in this contract will be performed under task orders corresponding to Paragraph A "Description of Required Services" or as directed by the State's Contract Manager.
  - a. The Task Orders will contain the specific statement of work to be performed under that Task Order. The Task Orders will also include the project milestone to be achieved by the Task Order in addition to any additional milestones needed to assure timely performance and fiscal responsibility regarding this project.
  - b. All Task Orders will be negotiated between the State's Contract Manager and Consultant's Project Manager in accordance with the terms of this contract.
  - c. Other information may be included at the request of the State's Contract Manager.

### III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

A. **IMPORTANT:** Download "Statement of Qualification Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.

B. SOQ Package Submittal Requirements

1. Eight (8) copies of the SOQ containing all the indicated information shall be submitted. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m.** on **November 1, 2004** and must be directed to:

State of California  
Department of Transportation  
Administration  
Division of Procurement and Contracts - MS-67  
1727 30th Street  
Sacramento, CA 95816-7006

Attention: Renae Nunes

Telephone: 916-227-6476

2. The SOQs must be submitted in a sealed package labeled as follows:

- RFQ Number **08A1151**
- Submittal deadline **November 1, 2004**
- Marked "**DO NOT OPEN**"

3. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/time stamp one of the labels provided and attach it to all SOQ packages. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.

C. Request for RFQ Copies

Copies of this RFQ may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.